

## **GUIDELINES FOR THE GRADUATE LIBRARY SCHOOL TUITION REIMBURSEMENT GRANT**

### **PURPOSE**

The Kentucky Department for Libraries and Archives (KDLA) has developed a long range plan for the development, provision, and improvement of library service in the State. A strategy in implementing the plan is to extend and improve access to, and provide for library resources, services and personnel to areas of the state in which library services are inadequate. In an effort to achieve this goal, KDLA supports expanded education and training for library staff to help them provide the best possible library services. KDLA encourages the pursuit of graduate library science degrees by full-time public library staff by offering tuition reimbursement for the successful completion of classes from ALA (American Library Association) accredited graduate programs.

### **ELIGIBILITY REQUIREMENTS**

In order to be eligible for the *Graduate Library School Tuition Reimbursement Grant*, students must meet the following requirements:

- \_ Be a full-time employee at a Kentucky public library and working a minimum of 100 hours a month.
- \_ Successfully complete coursework from an in-state or out-of-state university with an accredited library science program.
- \_ Earn at least an A or a B final grade.
- \_ Be properly certified by the Kentucky State Board for the Certification of Librarians.

### **CRITERIA FOR AWARD**

Funds will be awarded at 100% based on the following criteria:

Public libraries without MLS librarians\*

Public library directors

Public libraries with less than 20% of full-time staff with an MLS/MLIS degree\*

Any remaining funds will be prorated based on the following criteria:

All other public libraries based on need as determined by per capita income\*

\*KDLA statistics will be used to determine these priorities.

The criteria were established to meet Kentucky Library Standards and the LSTA goals for Continuing Education.

Although the intent is to provide 100% reimbursement for in-state tuition, the amount may be prorated to a lesser percent and libraries may be limited to the number of applicants approved in relation to available funds and the number of applications received.

## COMPLETION OF APPLICATION

Adhering to the following instructions will ensure that the qualifying student and the sponsoring library have successfully completed the application process

\_ Student completes the Application and has the library director or board president/designee sign as well (a library director can not sign as both the student and “supervisor”). Submit the *Application* by given deadline date (see below). To this form, attach a letter of recommendation from the student’s supervisor, the library director, or board president/designee. For subsequent semester Applications during the same federal fiscal year (fall-spring school year), a second letter of recommendation will be required ONLY IF the student has a new supervisor.

*Example:* John Doe applied for a grant for a fall semester class. Then, he applies for another grant for a spring semester class. If he has the same supervisor, he does not need to resubmit a letter of recommendation; only the *Application* for the spring semester. In his case, another letter of recommendation would not be required during the same fiscal year. However, if his supervisor changed before John begins the spring semester; a letter from his new supervisor would be required.

\_ At the conclusion of the coursework, the library and the student will submit the following forms signed by both parties, wherever required:

1. The Final Report and Request for Payment form for tuition reimbursement signed by the student and the library director or board president/designee (a library director can not sign as both the student and “supervisor”).
2. An official proof of tuition payment, which shows an itemized list of the amount of tuition separate from other university fees and charges.
3. Final grade report.

## PAYMENT SCHEDULE OF REIMBURSEMENT GRANTS

Reimbursement grant checks will be issued to the library on behalf of the student. Checks will be disbursed as follows:

In March	For Fall Semester classes ending in December
In August	For Spring Semester classes ending in May or June

**DEADLINES**

*THE APPLICATION* - Student must submit this form with a letter of recommendation from the supervisor, the library director, or board president/designee no later than 30 days after the first day of the class.

*THE FINAL REPORT AND PAYMENT REQUEST FOR TUITION REIMBURSEMENT* – This form must be received no later than 60 days after the last day of a fall or spring semester class.

To this form, attach:

- \_ Proof of tuition payment (see above), and
- \_ Final grade report

**MAILING**

All completed applications with original signatures must be postmarked by indicated deadline dates and mailed to:

Beth Milburn, CE Consultant  
Kentucky Department for Libraries & Archives  
P.O. Box 537  
300 Coffee Tree Road  
Frankfort, KY 40602-0537

**FAX copies are unacceptable.**